



STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT AND CONSERVATION
Division of Solid Waste Management
401 Church Street, 8th Floor
Nashville, TN 37243-1533

MEMORANDUM

DATE: July 28, 2006

TO: All Counties, Cities, Solid Waste Authorities and Non-profit Recycling Organizations

FROM: Ann McDowell, Manager, Solid Waste Grant Programs

SUBJECT: Grants for the Purchase of Recycling Equipment for Fiscal Year 2007

The Solid Waste Management Act of 1991 as amended made possible the establishment of a grant program for the purpose of purchasing recycling equipment. We are enclosing the Grant guidance document giving pertinent details regarding eligibility and application requirements for Fiscal Year 2007. A local match of 10%-50% will be required. The necessary applications forms have been included. **First priority will be given to applicants that employ developmentally disabled individuals. Second priority will be given to applicants that include paint consolidation programs along with standard requests for recycling equipment. Third priority will be given to applicants requesting standard recycling equipment.**

As you know, each application is reviewed by a team of raters who evaluate the merits of your recycling program based on the information contained in the narrative you prepare. Applicants are reminded to follow the format provided in the guidance, answering item numbers three (3) through nine (9). Items one (1) and two (2) have no point value. Give concise, complete information. It is important that each section of the narrative be read carefully and answered thoroughly. Also, give specific information about your program and what you are planning to do. There are two sections requiring brief answers and seven sections to be addressed.

Applications must be signed by the regularly authorized representative (county mayor, city mayor, etc.) **unless a resolution is included which authorizes another signee.**

If you are awarded this grant, do not purchase any equipment or enter into any obligations until you receive the executed (approved) grant from this office with the Commissioner's signature.

Pay close attention to the **deadline of Friday, September 29, 2006** for submitting the application. If you mail the application the last week before the deadline, **please send it by overnight mail** to be sure it arrives in our office by **4:30 p.m. on or before the deadline.**

Good Luck!! We look forward to working with you on your purchase of your recycling equipment. If you have any questions concerning the application, please contact me at (615) 532-0086.

AMM:am

Enclosures



**DEPARTMENT OF ENVIRONMENT AND CONSERVATION
DIVISION OF SOLID WASTE MANAGEMENT
APPLICATION FOR RECYCLING EQUIPMENT GRANT**

APPLICANT INFORMATION:

Name of Agency/Organization _____

Name and telephone number of person to be contacted
about the application

Address _____

Name _____

Telephone (____) _____

FEIN _____

Type of Organization

- () County
() Municipality
() Solid Waste Authority
() Planning Region
() Not-for-Profit Organization
() Other (specify) _____

FOR NON PROFIT ORGANIZATIONS

Chartered in Tennessee? Yes () No ()

Date of Charter _____

IRS Classification _____

Attach a copy of approval letter for Charter
or 501(c)(3) exemption

To the best of my knowledge, all data in this application is true and correct. The document has been duly authorized by the governing body of the applicant.

Typed Name of Authorized Representative

Title _____

Telephone _____

Signature

Date _____

For State use only:

Return to:

DATE RECEIVED BY STATE _____

Department of Environment and Conservation
Division of Community Assistance
401 Church Street, 8th Floor
Nashville, TN 37243-1533

THE SOLID WASTE MANAGEMENT ACT OF 1991
T.C.A. 68-211-825
Grants for the Purchase of Recycling Equipment
Guidelines

Statutory Authority

T.C.A. 68-211-825: "From funds available from the solid waste management fund, the department shall establish a matching grant program for the purchase of equipment needed to establish a grant program for the purchase of equipment needed to establish or upgrade recycling at a public or not-for-profit recycling collection site. Such equipment may include, but is not limited to, containers, balers, crushers, and grinders."

The match has been determined by the Department, using an economic index (See Attachment 1) based on factors which include per capita income and property values of the jurisdiction served. The match amounts are from 10%-50% with those within the lower economic scale eligible for the lower matching rates. Cities and non-profit agencies will be required to meet the required match for the county in which they are located.

Eligibility

Counties, cities, solid waste authorities and nonprofit organizations chartered in the State of Tennessee, or organizations which have been determined to be tax exempt nonprofit organizations by the Internal Revenue Service may apply for grants under T.C.A. 68-211-825.

First priority will be given to applicants that employ developmentally disabled individuals. Second priority will be given to applicants that include paint consolidation programs along with standard requests for recycling equipment. Third priority will be given to those applicants requesting standard recycling equipment. Applicants may request a grant of up to \$25,000 for the purchase of key recycling equipment needed to establish a new collection site, to improve the operation of an existing collection site, or to prepare recovered materials for transport and marketing. Give specific justification for each piece of equipment requested. Please refer to Attachment A for a list of typical recycling equipment. **Pick-up trucks will not be considered for funding.**

Applicants should research the equipment they are seeking to purchase and get accurate price information prior to submitting their application. The awards will be made based on the estimates in the grant application and will not be increased. Payments will be approved for the award amount or the invoice amount, whichever is less.

Counties and/or municipalities which are eligible to receive a recycling rebate, as directed by T.C.A. 68-211-825(b), are not eligible to receive a recycling equipment grant. The rebate credits are in lieu of grants. In Fiscal Year 2006 rebate counties are Bradley, Davidson, Hamilton, Knox, Madison, Maury, Montgomery, Rutherford, Shelby, Sullivan, and Williamson Counties and the municipalities located within these counties.

Amount

Grants are competitive and will be awarded on the basis of merit, according to the evaluation criteria and weightings assigned in these guidelines. No grant may exceed \$25,000. The Department has set aside \$600,000.00 for this offering.

All grant recipients will be required to purchase and pay for the equipment authorized under the grant and contribute the required percentage of matching funds. When equipment has been installed and is operational, the grantee must submit a request for reimbursement and provide support documentation (invoices, copies of checks issued for payment, etc.) before grant funds will be released. In-kind contributions will not be considered.

All grants awarded will have a specific expiration date. Recycling equipment must be purchased, delivered, installed and operational by the date specified in the grant. No grants will be extended.

Application

Applicants must complete the Grant Application and prepare the requested narrative (See Attachment B, Content of Narrative). **Please give complete, concise answers and follow the given format answering items number one through seven in order.** The application must be certified and signed by an officer legally authorized to sign for the applicant. Applications signed by anyone other than the regularly authorized agent (county executive, mayor, etc.) must include a resolution from the appropriate governing body giving the signee this authority.

Submission Date

One application (with an original signature) and the narrative in Attachment B should be submitted to and received by the Department of Environment and Conservation **on or before Friday, September 29, 2006**. Faxed copies and E-mailed applications will not be accepted. **Applications received after 4:30 p.m. on Friday, September 29, 2006 will be returned to the applicant without review.**

Evaluation and Rating

The Tennessee Department of Environment and Conservation will review all applications. Once the application is determined to be complete, the merits of each proposal will be evaluated based on the following criteria and weightings.

These topics coincide with Attachment B.1, Content of Narrative, items 3 through 9. Items 1 & 2 have no point value.

- 5 Equipment description and purpose
- 25 Consistency with regional solid waste plan
- 10 Coordination with other solid waste facilities
- 25 Program design and efficiency
- 20 Demonstration of need
- 10 Marketing strategy
- 5 Community education and outreach
- 100 Total Points Possible

Award

The Department of Environment and Conservation should announce recycling equipment grant awards and commit funds to meet the obligation approximately sixty (60) days after completion of the application review process.

Attachment B.1

Contents of Narrative for Recycling Equipment Grant Applications

1. **NARRATIVE PREPARED BY:**_____

NARRATIVE MATERIAL SUPPLIED BY:_____

2. **In order to receive preference, are developmentally disabled individuals being employed currently and on a regular basis? Discuss the number of individuals employed and the type of work performed. How many hours do these individuals work per week?**

3. **Equipment description and purpose (Value 05 pts.)**

List the item(s) of equipment requested (**in priority order**) and give the estimated cost of each item. Price quotes should be obtained prior to application so that estimates are accurate. **If equipment costs exceed the maximum \$25,000 grant amount, explain where the additional funds will be obtained and whether these funds are now formally committed.** Also, include a manufacturer's specification for large pieces of equipment being requested. Describe the purpose for which each piece of equipment will be used.

4. **Consistency with regional solid waste plan (Value 25 pts.)** **Answer paragraph a. or b.**

a. **If your region has not yet met the 25% waste reduction and diversion goal, please summarize Section III of the most recently submitted Annual Progress Report to the 10-year solid waste regional plan developed and submitted by your Solid Waste Planning Board and give specific examples as to how the purchase and operation of this equipment will move the region toward reaching the 25% goal.**

b. **If your region has met the 25% waste reduction and diversion goal, summarize Section III of the most recently submitted Annual Progress Report to the 10-year solid waste regional plan developed and submitted by your Solid Waste Planning Board and discuss the ways in which the purchase of this equipment will help retain or increase the goal.**

5. **Coordination with other solid waste facilities (Value 10 pts.)**

Give a brief but complete description of the existing solid waste system in your county or city. Describe how the recycling program is related to, integrated with, or coordinated with the other elements of your solid waste system (collection, transportation, waste reduction, diversion, processing facilities, incineration, landfill). Provide assurance that the proposed project will not **duplicate** nor **compete** for services already being provided.

6. **Program design and efficiency (25 pts.)** **Answer paragraph a. or b.**

a. **Describe the proposed recycling program in detail.** Give the service area and population to be served. Show projected numbers of staff required to operate the program. List materials to be collected and discuss methods of collecting these materials. Identify locations and operating hours of manned collection sites and/or processing facilities. Discuss efficiency of operation and provide details of volumes collected/sold. Identify proposed locations. If available, projected amounts of volumes should be discussed. Provide a description of the facility where equipment will be located. Include pictures inside and outside, if available, or a diagram of the floor-plan.

Attachment B.1

Contents of Narrative for Recycling Equipment Grant Applications

b. Describe the **existing** recycling program in detail. Give the service area and population served. Show numbers of staff required to operate the program. List materials collected and discuss methods of collecting these materials. Identify locations and operating hours of manned collection sites and/or processing facilities. Discuss efficiency of operation and provide details of volumes collected/sold. Provide a description of the facility where equipment will be located. Include pictures inside and outside, if available, or a diagram of the floorplan. Describe any future expansion to your recycling program and if no expansion is planned, explain why.

7. Demonstration of need (Value 20 pts.)

Indicate whether this equipment is a first time purchase or if it will replace or duplicate existing equipment. Include in your discussion the cost benefits or impact this equipment will have on volume reduction, savings in transporting waste, etc. Indicate the sources of funding available to assure the long term operation of the recycling program. **List equipment previously funded through this grant and the waste reduction grant. What is the disposition of this equipment? State how it has been used and the impact it has had on the recycling program.**

8. Marketing strategy (Value 10 pts.)

Describe the materials that are currently being recycled and how the requested equipment will be used to increase volumes or assist in meeting material specification required by potential buyers and contracts for materials requiring specialized processing; such as plastic shredded instead of baled. How are recovered materials marketed. Evaluate the long-range stability of these markets. Include specific information about potential buyers and/or end-users. Describe volumes of materials currently stored or being held pending shipment to market. Will the program be coordinated with other counties, cities, or agencies for sales of recyclables?

9. Community education and outreach (Value 5 pts.)

Describe how the recycling program is promoted in the community. Discuss efforts to increase public participation, including children and adults, volunteers, businesses and other agencies in your recycling program. Summarize all educational activities completed in the past 12 months including frequency of activity, content of material presented and numbers participating in the specified activities.

Paint Recycling Equipment

Large Scale

Operation: Latex paint would be reconditioned to produce a high quality, versatile product and result in a very significant reduction in the volume of latex paint that needs to be disposed. In addition, the program would have a reuse area for citizens to claim usable oil based paint that is kept in its original container. The remaining oil based paint would be handled by the State's HHW contractor. Waste latex is dried and landfilled or incinerated or beneficially reused as in a Portland cement additive. No latex paint will be handled by the State's contractor. This operation should be processing a minimum of 10,000 pounds of paint a year. The price range for this operation should be from \$10,000 from \$20,000 depending on the size of the operation.

Equipment: The key difference from this type of operation and other paint recycling operations is a mixing vat and a high speed mixer. Other necessary equipment includes a pump for high viscosity liquids, several 55 gallon drums, and screens for the drums. Other potential equipment includes an air compressor, one or more can opening machines, and one or more can crushers. The mixing vat could be one designed specifically for paint or one designed for other purposed such as dairy vats or jelly mixing tubs. Shelving is needed for distribution of paint to the public.

Supplies: Necessary supplies would include new buckets for paint, labels for the buckets, paint filters, paint additives, and colorants.

Medium Scale

Operation: Oil-based and latex paints are segregated. Usable oil-based paint is set aside for the reuse by local government or the public. Unusable oil-based paint is boxed for pick-up by the mobile HHW contractor. Latex paint is segregated by color into 55-gallons drums. A mixer designed for this purpose is used to blend the paint in the drums. No additives are used in this process. The paint is then pumped through a filter into pails and labeled for reuse. The paint that is produced is typically of a lower quality and fewer color varieties than reconditioned paint, but can still be used for a number of uses such as graffiti abatement, outdoor applications such as fences and picnic shelters, as well as exterior use for homes. Waste latex is dried and landfilled or incinerated. The State's HHW contractor will not handle any latex paint. This operation should process a minimum of 500 pounds of paint a year. The price range for this operation is from \$500 to \$2000.

Equipment: This type of operation would require 55-gallon drums with specials screen tops manufactured, a drum mixer, and a pump for high viscosity liquids. Other potential equipment includes an air compressor, a can opening machine, and a can crusher. Shelving is needed for distribution of paint to the public.

Supplies: A successful operation would need 5-gallon buckets and labels for the buckets.

Summary

Large Scale

- Process at least 10,000 pounds of paint per year
- Costs \$10,000 to \$20,000
- Necessary equipment- large mixer, large vat, 55-gallon drums, screens for drums, pump, shelving
- Optional equipment- can opener(s), can crusher(s), air compressor
- Supplies- paint additives, paint filters, colorants, paint cans, and paint labels,

Medium Scale

- Process at least 500 pounds of paint a year
- Costs \$500 to \$2000
- Necessary equipment- drum mixer, 55-gallon drums, screens for drums, pump, shelving
- Optional equipment- can opener, can crusher, air compressor
- Supplies- paint cans and paint labels